

Quotation Request //

US Government Publishing Office

Agency Publishing Services
732 North Capitol Street, NW
Washington DC 20401-0001

JACKET:428-112

Quotations are Due By:

(Eastern Time)10:00 AM on 12/18/2023

Submit Quotes Online, unless otherwise instructed, via: <http://contractorconnection.gpo.gov/openjobs.aspx>

Contractor must provide mandatory W-9 form before GPO makes payment.

TITLE: River Town Review Toolkit II

QUANTITY: 1002 Coil Bound Books.

SUBMISSION OF QUOTES: Vendor to submit quotes via Quick Quote

(<https://contractorconnection.gpo.gov/OpenJobs>). Late quotes will not be accepted. All problems submitting quotes via Quick Quote must be reported prior to bid opening time to APS DC Team (Lisa Hollingsworth) at lhollingsworth@gpo.gov or at on 202-512-0220.

TRIM SIZE: 11 x 8-1/2" (Landscape Orientation)

PAGES: 16 pages plus separate two-piece covers.

SCHEDULE:

Furnished Material will be available for pickup by 12/20/2023

Deliver complete (to arrive at destination) by 01/17/2024

F.O.B. destination

QUALITY LEVEL: 3 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

DESCRIPTION:

DIGITAL PRINTING IS ACCEPTABLE.

At contractors option, the product may be produced via conventional offset or digital printing provided that Quality Level 3 standards are maintained. Final output must be a minimum of 150 line screen and at a minimum resolution of 2400 x 2400 x 1 bit or 600 x 600 x 8 bit depth technology. Digital device must have a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles.

*While this procurement is rated Quality 3 and digital printing is acceptable, contractor must ensure that the device used for production is color calibrated and recommended that any maintenance needed is performed prior to production to ensure the highest quality output.

Covers 1-4 print 4-color process type/rule matter, fine screen tints/solids (heavy coverage), illustrations, and agency logo with some type reversing out to appear white. Full bleeds on Covers 1 and 4, bleeds 3 sides on Cover 3, no bleeds on Cover 2.

Text prints 4-color process with type/rule matter, fine screen tints/heavy solids (heavy coverage), illustrations, and agency logo with some type reversing out to appear white. Most pages bleed 3 sides.

NOTE: Due to the relatively low quantity, digital printing is allowed, however, contractor must ensure that heavy solids and images throughout the book do not have banding, toning, roller marks or other

imperfections and that registration from page to page is accurate.

MATERIAL FURNISHED: Contractor to receive. Via email after award.

One (1) Purchase Order

One (1) Zip file, which contains Adobe InDesign native files with links and fonts.

Three (3) production pdf's (one for cover, one for text, and one file which contains all pages). Windows based, Adobe InDesign 18.2.

GPO Form 917 (Certificate of Selection).

GPO Form 2678 (departmental random copies-blue label).

GPO Form 892C (R. 12/17) Proofs

Contractor to download the "Labeling and Marking Specifications form (GPO Form 905, R. 7-15) from gpo.gov, fill in appropriate blanks, and attach to shipping containers.

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the contract administrator.

The contractor shall create or change any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

PAPER: * Must be in accordance with JCP Paper Specification Standards in effect on date of this order

Covers: JCP Code* L50, Matte-Coated Cover, White, Basis Size 20 X 26", 100 lbs. or

JCP Code* L60, Dull-Coated Cover, White, Basis Size 20 X 26", 100 lbs.

Text: JCP Code* A61, No. 1 Smooth-Finish Text, White, Basis Size 25 X 38", 80 lbs.

COLOR OF INK:

4-color Process.

PRINT PAGE: Head to Head

MARGINS:

Covers and Text: Inadequate gripper. Follow electronic files.

PROOFS:

IF PRODUCED DIGITALLY:

One (1) set of digital color one-off proofs created using the same output device/RIP that will be used to produce the final printed product on the actual production stock. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed, folded and bound to the finished size/format of the product, as applicable. Proof will be used for color match on the press during the production run. Proof must be output on the same digital machine and using the same paper as the finished product.

IF PRODUCED OFFSET

One (1) set of digital color content proofs of entire book. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in

proper position (not pasted up), imaged face and back, trimmed, scored and folded to the finished size of the product.

Send proofs (and paper samples if applicable) together with the furnished media (copy, electronic files) via traceable means directly to: William Bell (215) 850-4283, Room 1345, 1849 C St NW, Washington, DC 20240. Contractor must call GPO Contract Compliance Section at 202-512-0520, or e-mail information to compliance@gpo.gov immediately upon sending/delivering proofs and immediately upon notification that the proofs are available for pickup at the department.

Contractor must also notify the ordering agency/GPO with tracking information on the same day that the proof ships/delivers via e-mail sent to william_bell@nps.gov and cc: lhollingsworth@gpo.gov. The subject line of this message shall be "PROOF Notice for Jacket 428-112, Req#4-02711".

Proofs will be withheld not more than (3) workdays from receipt in the department to when they are made available for pickup at the department. NOTE: Proofs/Samples will not be returned to the contractor.

CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT".

•
BINDING:

Punch suitably and insert black plastic coil of suitable capacity on the left side edge of the 8-1/2" dimension. Contractor must verify that page margins are sufficient for drilling without hitting page text. Contractor to notify agency of any margin insufficiency prior to proofing and printing.

•
PACKING:

Shrink-wrap preferably in units of 10. Contractor must ensure no entanglement of coils when packing. Pack suitably NTE 30 lbs in cartons and shipping containers to prevent shifting and to ensure books are not damaged during shipment.

MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:

JOB TITLE: River Town Review Toolkit II

REQUISITION: 4-02711

JACKET NO.: 428-112

QUANTITY: _____

NUMBER OF BOXES: _____ EX. Box 1 of 4, Box 2 of 4...

•
DISTRIBUTION:

Distribution Notice: Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to william_bell@nps.gov, debra_melton@nps.gov and cc: lhollingsworth@gpo.gov. The subject line of this message shall be "Distribution Notice for Jacket 428-112, Req. No. 4-02711". The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

Deliver 1,000 copies (including 50 Departmental Random "Blue Label" Copies) via traceable means to: William Bell (215) 850-4283, Room 1345, 1849 C St NW, Washington, DC 20240.

Note: For the "Blue Label" Copies -- A copy of the Government furnished certificate (GPO Form 917) must accompany the voucher sent to GPO, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the voucher. NOTE: Form is also available at <https://www.gpo.gov/pdfs/vendors/sfas/Form917.pdf>.

Deliver 1 copy via traceable means to: BAC (C&I) 1523-01, U.S. Government Publishing Office, Federal Depository Library Program, Mail Stop: FDLP, 44 H St., NW, Loading Dock, Washington, DC 20401, Marked Item No. 0648.

Deliver 1 copy via traceable means to: BAC (By-Law) 1525-01, Library of Congress, U.S. Anglo Division, U.S. Government Documents Section, 101 Independence Avenue, SE, Stop 4276, Washington, DC 20540-4276. NOTE: All shipments to this destination must be via FedEx, UPS or United States Postal Service (USPS). Marked: Depository File Copies.

All expenses incidental to submitting proofs, furnishing samples and returning materials, must be borne by the contractor.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests -- General Inspection Level I.
- (b) Destructive Tests -- Special Inspection Level S-2.

Specified Standards-- The specified standards for the attributes requiring them shall be:

ATTRIBUTE	SPECIFIED STANDARD
P-7. Type Quality and Uniformity	Approved proof / Furnished Electronic Files
P-10. Process Color Match	Approved proof / Furnished Electronic files

Prior to award, contractor may be required to provide information related to specific equipment that will be used for production.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site pre-award survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the low contractor may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent Balance Sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the

contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in a timely manner may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

PAYMENT: Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address:
<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>.
Attachment(s): NONE